

# **TRANSPORTATION PLANNING SCOPING INFORMATION SHEET GUIDANCE**

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# Transportation Planning Scoping Information Sheet Guidance

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# Transportation Planning Scoping Information Sheet Guidance

## PURPOSE

The completion of the Transportation Planning Scoping Information Sheet (Information Sheet) found in Appendix L of the Project Development Procedures Manual is a requirement for the development of a Project Initiation Document (PID). The purpose of the Information Sheet is to identify system-wide and corridor deficiencies and issues. This includes all planning related multimodal issues affecting the proposed project that must be considered throughout the entire project development process.

The intent of this guidance is to provide basic procedures for completing the Information Sheet that promotes consistency while allowing flexibility for individual district needs. The Information Sheet is located at: [http://www.dot.ca.gov/hq/tpp/offices/opsc/pdpm\\_scoping\\_tools.html](http://www.dot.ca.gov/hq/tpp/offices/opsc/pdpm_scoping_tools.html).

## ROLES AND RESPONSIBILITIES

### 1. District Deputy Director of Planning

- Assigns a District Transportation Planning Information Sheet Point of Contact.

### 2. District Information Sheet Point of Contact

- Responsible for completing the project information on page one of the Information Sheet at the initiation of every PID.
- Responsible for coordinating the completion of the Information Sheet with the Transportation Planning Stakeholders identified on page one of the Information Sheet. To assist stakeholders in completing their section, provide a copy of this Guidance (available at: [http://www.dot.ca.gov/hq/tpp/offices/project\\_scoping.html](http://www.dot.ca.gov/hq/tpp/offices/project_scoping.html)).
- Responsible for forwarding the completed Information Sheet to the Transportation Planning Project Development Team (PDT) Representative and Project Manager.
- Responsible for providing feedback to the Headquarters Office of Projects/Plans Coordination (OPPC). OPPC contact information is available at the OPPC website: <http://onramp.dot.ca.gov/hq/tpp/offices/oppc/index.html>

### 3. District Transportation Planning PDT Representative

- Responsible for referring to the Information Sheet, attending PDT team meetings, and providing the PDT team with additional updated information throughout the project development process. It is critical that the Transportation Planning PDT Representative is an active PDT member so the PDT does not rely solely on the Information Sheet throughout the project development process.

# TRANSPORTATION PLANNING

## SCOPING INFORMATION SHEET GUIDANCE

### PROJECT INFORMATION

The District Information Sheet Point of Contact provides project information regarding District, County, Route, Post Miles, Project ID, Project Development Team and Stakeholder Information.

#### — Project Purpose and Need

The District Transportation Planning PDT Representative provides the system-wide and corridor level deficiencies identified by Transportation Planning. The Project Development Team (PDT) uses the information to develop the purpose and need with contributions from other Caltrans functional units and external stakeholders at the initiation of the PID and is refined throughout the PID process. As the project moves past the project initiation stage and more data becomes available, the purpose and need is refined. For additional information on purpose and need see: [www.dot.ca.gov/hq/env/emo/purpose\\_need.htm](http://www.dot.ca.gov/hq/env/emo/purpose_need.htm)

#### 1. Project Funding

- a. List all known and potential funding sources and percent splits** Identify the potential funding sources and percent splits identified for the project (ie. State Transportation Improvement Program (STIP)/State Highway Operations and Protection Program (SHOPP)/Transportation Enhancement (TE)/Environmental Enhancement and Mitigation (EEM)/Safe Routes to School (SR2S)/etc.).

Information Sheet Requirement: Provide the potential funding sources and percent splits identified for the project in the Regional Transportation Plan (RTP).

Resources/Time Required: Minimal time is required. The information should be readily available.

- b. Is this a measure project? Yes \_\_\_/No \_\_\_. If yes, name and describe the measure.** Identify if this project is receiving measure funding. If so, describe the measure.

Information Sheet Requirement: Provide measure funding for the project that is identified in the RTP.

Resources/Time Required: Minimal time is required. The information should be readily available.

#### 2. Regional Planning

Regional transportation planning is conducted by Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) in cooperation with the Federal Highway Administration, the Federal Transit Administration, Caltrans, and other stakeholders including system users. The main product of regional transportation planning is the RTP which may also be referred to as a Metropolitan Transportation Plan (MTP). The purpose of the RTP is to establish regional goals, identify present and future needs, deficiencies and constraints, analyze potential solutions, estimate available funding, and propose investments. RTPs are

required pursuant to state and federal regulations, to be developed through a continuous, comprehensive and collaborative transportation planning process. This process promotes integrated, statewide multimodal and effective transportation investments as well as facilitates the efficient development and implementation of projects.

- a. **Name of MPO or RTPA.** Identify the MPO or RTPA for the region. This information can be obtained through the appropriate District Regional Planning staff member. A list of District Regional Planning Contacts and a map of MPOs and RTPAs is also available at: <http://www.dot.ca.gov/hq/tpp/offices/orip/>

Information Sheet Requirement: Provide a list of MPO/RTPA and Caltrans District Regional Planning contacts and contact information.

Resources/Time Required: Minimal time is required. The information should be readily available.

- b. **Name of Local Jurisdiction** - Identify the appropriate local agency contacts regarding the project. As appropriate, City or County staff may be included in the PID and project development process through sharing information and soliciting feedback as project development progresses.

Information Sheet Requirement: Provide a list of City or County contacts and contact information.

Resources/Time Required: Minimal time is required. The information should be readily available.

- c. **Provide the page number and project description as identified in the RTP and the date of adoption, OR provide an explanation if the project is not in the RTP.** RTPs contain project descriptions and identification of transportation network needs and deficiencies that should be used in development of the PID. District Regional Planning staff should be consulted regarding information in the RTP.

Information Sheet Requirement: Provide the date of adoption of the current RTP for the project area. Provide the page number and description of the project as identified in the current RTP. The Caltrans District Regional Planner assigned to the MPO/RTPA associated with the project will have a high level of familiarity with the RTP and is a good resource for locating RTP information. In the event that a proposed project is not included in the RTP provide an explanation as to why not, for example SHOPP projects may not be explicitly identified in the RTP.

Resources/Time Required: Minimal time is required. The information should be readily available.

- d. **Provide nexus between the RTP objectives and the project to establish the basis for project purpose and need.** RTPs contain transportation policies and investment strategies that reflect a cooperative, comprehensive and continuous transportation planning process involving numerous regional stakeholders. RTPs are developed with extensive public outreach and present an overview of regional transportation planning needs which reflect regional priorities. Therefore goals and policies outlined in the RTP as well as plan level project descriptions and purpose and need statements should serve as a starting point for developing project level purpose and need.

**Information Sheet Requirement:** RTPs should contain Plan Level Purpose and Need Statements which are short statements accompanying project descriptions that serve as justification for a project or group of projects. Plan Level Purpose and Need Statements briefly identify transportation needs or problems and describe the intended outcome of the project(s) to meet the identified needs or solve the identified problems. An example of a Plan Level Purpose and Need Statement would be the problem of reducing congestion on a specific route. Additionally, RTPs are required to contain a Policy Element which should describe the transportation issues in the region, identify regional needs and clearly convey the region's transportation policies. Pursuant to SB 375, MPOs are required to include a Sustainable Communities Strategy (SCS) as part of their RTP to demonstrate how they will achieve regional greenhouse gas emission reduction through targeted transportation policies and investments. This information may be helpful in formulating project purpose and need.

Using plan level purpose and need information in the RTP, provide a brief description of how the proposed project will satisfy an identified need and forward regional transportation goals and objectives. The level of detail provided will vary based on the project and the level of detail provided in the RTP. The Caltrans District Regional Planner assigned to the MPO/RTPA associated with the project will have a high level of familiarity with the RTP and is a good resource for locating RTP information.

**Resources/Time Required:** Moderate time/resources required. Majority of information will be available in the RTP.

- e. **Is the project located in an area susceptible to sea-level rise?** Caltrans Headquarters Divisions of Transportation Planning, Design, and Environmental Analysis are in the process of finalizing *Interim Guidance on Incorporating Sea Level Rise – For Use in Development of Project Initiation Documents*. This guidance is for use by Project Development Teams in determining whether and how to incorporate sea level rise concerns into the programming and design of Department projects. Making a determination of whether to incorporate Sea Level Rise adaptation measures into the programming and design of a project entails a two-part analysis followed by documentation of the effort to be included into the PID. The first step will be to determine whether there is the potential for the project to be impacted by an increase in sea level rise. The second step is to balance the potential sea level rise impacts with the level of risk and the potential consequences to the transportation system to determine whether the potential impacts warrant programming resources to include adaptation measures into the project. The guidance is located at [http://www.dot.ca.gov/hq/tpp/offices/orip/climate\\_change\\_policy\\_guidance.html](http://www.dot.ca.gov/hq/tpp/offices/orip/climate_change_policy_guidance.html).
- f. **Name of Air Quality Management District (AQMD)** Identify the appropriate AQMD contacts regarding this project.

**Information Sheet Requirement:** Provide a list of AQMD contacts and contact information.

**Resources/Time Required:** Minimal time is required. The information should be readily available.

- g. **If the project is located in a federal non-attainment or attainment-maintenance area is the project.**

- **Regionally Significant (Y/N)?** – Pursuant to 40 Code of Federal Regulations (CFR) 93.127
- **Exempt from conformity (Y/N)?** – Pursuant to 40 CFR 93.126 and 93.128
- **Exempt from regional analysis (Y/N)?** – Pursuant to 40 CFR 93.127
- **Not exempt from conformity - must meet ALL requirements (Y/N)?**

*Information Sheet Requirement:* These questions apply only to projects located in federal non-attainment or attainment-maintenance areas. This information should be available from District Air Quality Staff. Additional information regarding Air Quality is available at: <http://www.dot.ca.gov/hq/env/air/index.htm>

*Resources/Time Required:* Minimal time is required. The information should be readily available from Caltrans District Air Quality staff.

### 3. Native American Consultation and Coordination

Federal law and policies require that Caltrans conduct meaningful coordination and consultation with Tribal Governments as early as possible in the planning process. Director's Policy-19 (08/29/01) specifically requires that Caltrans establish and adhere to government-to-government relationships when interacting with Tribal Governments. This includes consulting with Tribal Governments prior to making decisions, taking actions or implementing programs that may impact their communities.

- a. **If project is within or near an Indian Reservation or Rancheria? If so, provide the name of Tribe.** Because consultation is required on any long-range planning or programming that impacts the tribes, and because Director's Policy 19 requires that Caltrans adhere to government-to-government relationships when doing work that impacts Tribal governments, it is important to identify all federally recognized tribes that will be affected by the proposed project. The purpose is to identify the appropriate Tribal government(s) that will need to be coordinated with or consulted on an ongoing basis. Work with the District Native American Liaison (DNAL) to find this information. Maps and a list of DNAL contacts can be found online at: [http://dot.ca.gov/hq/tpp/offices/ocp/nalb/District\\_Contacts\\_and\\_Maps.html](http://dot.ca.gov/hq/tpp/offices/ocp/nalb/District_Contacts_and_Maps.html).

*Information Sheet Requirement:* Provide a list and contact information of federally-recognized Tribes, including the current respective Tribal Chairperson and Tribal transportation contact.

*Resources/Time Required:* This information should be collected during the development of the Transportation Concept Report (TCR) or the Corridor System Management Plan (CSMP). As projects change, this question should be revisited to ensure the PDT involves the appropriate Tribal governments, and therefore this should be done on an ongoing basis. District maps showing Tribal Trust Land can be helpful in identifying nearby Reservations and Rancherias; your District Native American Liaisons can also be a resource in this identification process. The District Liaisons and Maps can be found at the following website: [http://dot.ca.gov/hq/tpp/offices/ocp/nalb/District\\_Contacts\\_and\\_Maps.html](http://dot.ca.gov/hq/tpp/offices/ocp/nalb/District_Contacts_and_Maps.html)

- b. **Has/have the Tribal Government(s) been consulted? Y\_\_\_/N\_\_.** If no, why not?  
The PDT is required to consult with Tribal governments throughout the long range planning and programming process. As a result, they must consult with any tribe(s) the project any

impact. The Tribes should also be included in the list of agencies invited to the PDT meetings and that receive documents to be reviewed.

**Information Sheet Requirement:** Document in writing the processes followed, scope of the consultation efforts, the cost, and the effectiveness of consultation activities. If no Tribal governments have been consulted, document in writing the consultation plans and processes that will be implemented.

**Resources/Time Required:** Ongoing. Consultation should take place throughout the planning, programming, and delivery process, so ongoing communication is necessary.

- c. **If the project requires Caltrans to use right-of-way on trust or allotted lands, this information needs to be included as soon as possible as a key topic in the consultation with the Tribe(s). Has the Tribe been consulted on this topic? Y\_\_\_/N\_\_\_. If no, why not?** If right-of-way on trust or allotted lands will be impacted, Caltrans will need to work with the Tribes on this issue. Because Bureau of Indian Affairs (BIA) holds the Tribal land in trust, any right of way issues will need to be negotiated with both the Tribe and the BIA.

**Information Sheet Requirement:** If the Tribe has been consulted, summarize the scope of the consultation efforts and the cost and effectiveness of consultation activities. If not, describe consultation plans and processes that will be implemented. The District Native American Coordinators can assist in defining and outlining the required processes.

**Resources/Time Required:** This can be a lengthy process, so the PDT needs to know if it is necessary early in the process.

- d. **Has the BIA been notified? Y\_\_\_/N\_\_** If a project impacts Tribal lands, the BIA needs to be notified. BIA holds the land in trust for the Tribes, so they need to be aware of any impacts to Tribal lands.

**Information Sheet Requirement:** If yes, document how BIA was notified. If not, document why they were not contacted.

**Resources/Time Required:** Ongoing

- e. **Have all applicable Tribal laws, ordinances and regulations [TERO, etc.] been reviewed for required contract language and coordination?** Tribal Governments, as domestic dependent nations, may exercise their sovereign rights to establish and enforce their own laws on tribal lands. As a result, it is necessary for the PDT to be aware of any laws, ordinances, or regulations that exist on impacted Tribal lands and therefore might impact the programming or delivery of the project.

**Information Sheet Requirements:** List any applicable laws, ordinances, or regulations for any Tribal lands that might be impacted by the proposed project. Attach copies of appropriate laws and ordinances.

**Resources/Time Required:** This review should be done as soon as it is determined that Tribal lands will be impacted by the proposed project. The District Native American Liaison can assist with this process. A list of District Native American Liaisons can be found at the following website: [http://dot.ca.gov/hq/tpp/offices/ocp/nalb/District\\_Contacts\\_and\\_Maps.html](http://dot.ca.gov/hq/tpp/offices/ocp/nalb/District_Contacts_and_Maps.html)



- f. **If the Tribe has a TERO, is there a related Memorandum of Understanding between the District and the Tribe?** The Caltrans Deputy Directive on TERO (DD 74-R2) states that the Department encourages Native American employment opportunities on transportation projects and supports TEROs adopted by federally recognized California Native American Tribes on Department projects that take place on Tribal lands. As a result, the PDT needs to know if any Tribes with TEROs will be impacted by the project, and the team needs to be aware of the TERO provisions included in the MOU between the District and the Tribe. Your District Native American Coordinator can help locate the required documentation.

A list of District Native American Liaisons can be found at the following website:  
[http://dot.ca.gov/hq/tpp/offices/ocp/nalb/District\\_Contacts\\_and\\_Maps.html](http://dot.ca.gov/hq/tpp/offices/ocp/nalb/District_Contacts_and_Maps.html)

**Information Sheet Requirement:** Provide a list of any impacted Tribe(s) with TEROs. If any TERO Tribes are identified, attach a copy of the MOU between the Tribe and the District to the document.

- g. **Has the area surrounding the project been checked for prehistoric, archeological, cultural, spiritual, or ceremonial sites, or areas of potentially high sensitivity? If such areas exist, has the Tribe, Native American Heritage Commission or other applicable persons or entities been consulted?** When the environmental impact of a project is assessed, “historical resources” must be considered in accordance with CEQA guidelines section 15064.5. These cultural features can include Native American graves and artifacts; traditional cultural landscapes; natural resources used for food, ceremonies, or traditional crafts; and places that have special significance to Native American communities. It is important for any potential sensitive areas to be identified early in the process because inadvertently impacting a sensitive area can delay or halt a project.

The District Native American Coordinator (DNAC) can advise the POC in this analysis process. The DNAC is the designated source of information regarding Caltrans’ cultural resources studies. The DNAC ensures that consultation with Native Americans cultural resources occurs early in a project’s planning stage, and continuously throughout the life of a project. The DNAC also ensures that documentation of contacts and consultation for cultural resources is included in compliance and environmental documents.

**Information Sheet Requirement:** The Caltrans Cultural Resources office can advise the POC on any required processes or documentation. Additional information can be found on the following website: <http://www.dot.ca.gov/hq/env/cultural/>

**Resources/Time Required:** This needs to be completed early in the process, and on an ongoing basis to ensure that a change in project scope doesn’t inadvertently impact sensitive areas.

- h. **If a Native American monitor is required for this project, will this cost be reflected in cost estimates?** When projects are proposed in areas where Native American cultural resources are likely to be affected, one way to avoid damaging them is to have a Native American monitor/consultant present during ground disturbing work. In sensitive areas, it may also be appropriate to have a monitor/consultant on site during construction work. There is a fee associated with these services, so it is important for the PDT to include this fee in the cost estimate.

- i. **In the event of project redesign or the addition of new alternatives, will the changes impact a Native American community as described above in d, e, or h?** If a project redesign causes a Native American community to be impacted, they need to be included in the planning, programming, and/or delivery process. As the scope of a project changes, the list of potentially impacted Tribal governments needs to be updated as do all related analysis documents. The Tribe should be involved in the PDT as appropriate.

**Information Sheet Requirement:** Updates to the Federally-recognized Tribe contact list and to all related documents as appropriate.

**Resources/Time Required:** This is an ongoing activity; as the project scope changes, the impacts to Native American Tribes needs to be reevaluated.

#### 4. System Planning

System Planning is Caltrans' long-range transportation planning process and is conducted pursuant to Federal (23 United States Code 135) and State law (California Government Code 65086) and Caltrans policy. Planning is the Department's primary analysis and planning process used to identify future year improvements needed on State Highways and to coordinate priorities with regional agencies. District System Management Plans (DSMPs), Transportation System Development Program (TSDP) documents, Transportation Concept Reports (TCRs) are used for identifying, developing and determining project candidates that are developed into PIDS and ultimately included in the Regional Transportation Improvement Program (RTIP), Interregional Transportation Improvement Program (ITIP) and the State Transportation Improvement Program (STIP) for funding.

The DSMP provides the Department's policy, documents system strategies, and provides the basis for maintaining, managing, and developing the transportation system over a 20-year period and beyond. Described in the DSMP are the overall goals and policies of the Department that relate to District transportation issues. The DSMP is developed in partnership with the regional and local transportation planning agencies, congestion management agencies, and transit districts. The plan establishes District objectives and strategies in support of the Department's mission. The DSMP contains information on the entire transportation system including all facilities, regardless of jurisdiction and addresses all modes and services which move people, goods, and services. The plan includes an evaluation of each mode of the transportation system, a discussion and assessment of major issues impacting the transportation system, and a discussion on the recommend strategies for addressing the transportation issues. The DSMP is used to inform Federal, State, regional and local agencies, and the public and private sector of the District's vision of the transportation system.

The TSDP is used to analyze, from a District-wide perspective, route/corridor deficiencies, concept levels of service, and concept facilities identified in the district transportation corridor and route concept reports and used to identify a program of alternatives and priorities for addressing deficiencies. It contains a list of priorities by category (goods movement, rural highways, urban highways, rail, new technology, and compatibility improvements) of improvements, strategies, demand and system management options that improve interregional and regional mobility and intermodal transfer of people and goods on the State Highway and major travel corridors. The TSDP is used to identify the Department's "owner-operator's opinion" of the State Highway improvements that should be included in further State, metropolitan, regional, and local studies and ultimately included in regional transportation plans (RTPs) and programs.

TCRs are Caltrans long range (20-year) planning documents for each State Highway Route that identifies existing route conditions and future needs. Each TCR includes a route summary, segment summaries, existing and forecasted travel data, route maps, and a list of planned, programmed, and needed projects for the Highway over the next 20 years. The most important information included within a TCR is Level of Service standards, Concept and Ultimate Facilities, and a list of Programmed, Planned, and Needed Projects.

A CSMP is a comprehensive, integrated management plan for increasing transportation options, decreasing congestion, and improving travel times in a transportation corridor. A CSMP includes all travel modes in a defined corridor – highways and freeways, parallel and connecting roadways, public transit (bus, bus rapid transit, light rail, intercity rail) and bikeways, along with intelligent transportation technologies, which include ramp metering, coordinated traffic signals, changeable message signs for traveler information, incident management, bus/carpool lanes and car/vanpool programs, and transit strategies.

The most recent TCRs/CSMPs may be viewed at the following web page:  
<http://www.dot.ca.gov/hq/tpp/offices/oasp/corridor-mobility-org/pages/index.html>

- a. **Is the project Consistent with the DSMP? Y\_\_/N\_\_.** If yes, document approval date\_\_\_\_\_. If no, explain. Is the project listed as a planned project in the most current DSMP?

Information Sheet Requirement: Identify which DSMP the project is identified in, along with the date the document was approved.

Resources/Time Required: Minimal time required to look through the current DSMP.

- b. **Is the project identified in the TSDP? Y\_\_/N\_\_.** If yes, document approval date\_\_\_\_\_. If no, explain. Is the project listed as a planned project in the most current TSDP?

Information Sheet Requirement: Identify which TSDP the project is identified in, along with the date the document was approved.

Resources/Time Required: Minimal time required to look through the current TSDP.

- c. **Is the project identified in the TCR/RCR or CSMP? Y\_\_/N\_\_.** If yes, document approval date\_\_\_\_\_. Is the project consistent with the future route concept? Y\_\_/N\_\_. If no, explain.

Information Sheet Requirement: Identify which TCR/RCR/CSMP the project is identified in along with the date the document was approved. Compare the proposed project with route concept (concept facility) that is described in the RCR/TCR/CSMP.

Resources/Time Required: Minimal time required to look through the current TCR/RCR/CSMP.

- d. **Provide the Concept Level of Service (LOS) through project area.** Provide Concept LOS obtained from the most recent TCR/RCR/CSMP. The LOS for the highway is a report

card for evaluating traffic flow with A being the best and F being worst. The LOS establishes the minimum standard at which the District expects the highway to function.

Information Sheet Requirement: List concept LOS.

Resources/Time Required: Minimal time required to look through the current TCR/RCR/CSMP.

- e. **Provide the Concept Facility – include the number of lanes. Does the Concept Facility include High Occupancy Vehicle lanes? Y\_\_ N \_\_.**

Information Sheet Requirement: Include Concept Facility, including number of lanes and if it includes HOV lanes as described in the TCR/RCR/CSMP. The Concept Facility identifies the number of highway lanes and the type of facility (freeway, expressway, conventional highway) needed to manage the traffic expected for the next 20-years.

Resources/Time Required: Minimal time required to look through the current TCR/RCR/CSMP.

- f. **Provide the Ultimate Transportation Corridor (UTC) – include the number of lanes. Does the UTC include High Occupancy Vehicle lanes? Y\_\_ N \_\_.** The Ultimate Transportation Corridor determines the same information as the Concept Facility, but instead for the entire life of the highway. The purpose for this information is to inform Caltrans, local agencies, and developers of the expected long-term needs of the route or transportation facility.

Information Sheet Requirement: Include the estimated right of way needed, number of lanes and if HOV lanes are included as described in the TCR/RCR/CSMP.

Resources/Time Required: Minimal time required to look through the current TCR/RCR/CSMP.

- g. **h. Describe the physical characteristics of the corridor through the project area (i.e. flat, rolling or mountainous terrain ...)?** This can be obtained from the most current TCR/RCR/CSMP for the route.

Information Sheet Requirement: Describe the physical characteristics and development described in the most recent TCR/RCR/CSMP.

Resources/Time Required: Minimal time required to look through the current TCR/RCR/CSMP

- h. **Is the highway in an urban or rural area? Urban \_\_/ Rural \_\_. Provide Functional Classification.** The Federal Highway Administration (FHWA) identifies functional classification as a key item in transportation data. Streets and highways are grouped into classes according to the service they provide.  
(See: [http://dot.ca.gov/hq/tsip/hseb/crs\\_maps/index.php](http://dot.ca.gov/hq/tsip/hseb/crs_maps/index.php)) for a listing of the California Road System (CRS) maps which include the corresponding Functional Classification. This information can also be obtained from the most current TCR/RCR/CSMP.

**Information Sheet Requirement:** Describe if the project area is in an urban or rural area and include the functional classification. Highway projects with a long length may include urban and rural segments.

**Resources/Time Required:** Minimal time required to look through the TSI CRS maps web page or through the current TCR/RCR/CSMP to obtain the Urban/Rural designation and Functional Classification.

- i. **Is facility a freeway, expressway or conventional highway?** This information may be obtained from the most recent TCR/RCR/CSMP. It may also be obtained from the Caltrans “California State Highway Log” which is maintained by the Division of Transportation System Information (TSI) (<http://onramp.dot.ca.gov/hq/traffops/otrasaf/tasas/Highway%20Information/Hwy.htm>). It should be noted that the State highway Log has not been updated since 2002, so if a recent highway project was completed segment, the Highway Log may not reflect this.

**Information Sheet Requirement:** Indicate if the facility is a freeway, expressway or conventional highway.

**Resources/Time Required:** Minimal time required to look through the “California State Highway Log” or through the current TCR/RCR/CSMP.

- j. **Provide Route Designations: (i.e. Interregional Transportation Strategic Plan (ITSP) High Emphasis or Focus Route, STAA Route, Scenic Route...).** This information should be identified in the most current TCR/RCR/CSMP. Both the High Emphasis and Focus Route information are obtained from the Division of Transportation Planning Interregional Strategic Plan (ITSP) (<http://onramp/hq/tpp/offices/oasp/Documents/ITSP.pdf>) STAA route information can be obtained from the Division of Traffic Operations, Office of Truck Services <http://www.dot.ca.gov/hq/traffops/trucks/truckmap/>. Scenic route Information can be obtained from the Landscape Architecture Program under the Division of Design. National Highway System information is obtained from the Division of Transportation System Information (TSI) web page at: [http://www.dot.ca.gov/hq/tsip/hseb/highway\\_systems/NHS\\_statehighways.pdf](http://www.dot.ca.gov/hq/tsip/hseb/highway_systems/NHS_statehighways.pdf).

**Information Sheet Requirement:** List the route segment designations as appropriate.

**Resources/Time Required:** Minimal time required to review appropriate sources for information.

- k. **Describe the land uses adjacent to project limits (i.e. agricultural, industrial...).** This information is identified in the most current TCR/RCR/CSMP.

**Information Sheet Requirement:** Describe land uses adjacent to project limits.

**Resources/Time Required:** Minimal time required to review current TCR/RCR/CSMP

- l. **Describe any park and ride facility needs identified in the TCR/ CSMP, local plans, and RTP.** Park and Ride information can also be obtained by consulting the district Park and Ride Lot Coordinator.

**Information Sheet Requirement:** Include if a new Park and Ride Facility is needed and if any are planned or programmed in the project limits. Also include if any current Park and Ride lots are at capacity and need expansion.

**Resources/Time Required:** Minimal time required to review the current TCR/CSMP or RTP and to speak to the District Park and Ride Coordinator. More time may be needed to track down the various local plans such as City and County General Plans.

- m. Describe the Forecasted 10 and 20-year Vehicle Miles Travelled (VMT), Average Annual Daily Traffic (AADT), and Peak Hour truck data in the TCR. Include the source and year of Forecast, and names and types of traffic and travel demand analysis tools used.** VMT can be derived by multiplying the segment length by the AADT for the segment. If Peak hour truck data is not included in the TCR, please consult the Division of Traffic Operations Traffic Data Branch web page <http://www.dot.ca.gov/hq/traffops/saferesr/trafdata/index.htm>) and or the District Traffic Operations Office. One may need to contact the District Travel Demand Forecasting Unit for specific details regarding the travel analysis performed.

**Information Sheet Requirement:** Forecasted 10 and 20-year Vehicle Miles Travelled (VMT), Average Annual Daily Traffic (AADT), and Peak Hour truck data along with the pertinent background information.

**Resources/Time Required:** If the information is not included in the current TCR/CSMP, it may take some time to contact the units that maintain the required information.

- n. Has analysis on Daily Vehicle Hours of Delay (DVHD) from the Highway Congestion Monitoring Program (HICOMP) been completed and included? Y\_\_/N\_\_?** Review the most current HICOMP Report (<http://www.dot.ca.gov/hq/traffops/sysmgtp/HICOMP/>). Please note that the HICOMP Report lists DVHD on a district-wide basis and does not show DVHD for specific routes.

**Information Sheet Requirement:** Include DVHD obtained from HICOMP Report.

**Resources/Time Required:** Minimal time required to review HICOMP Report.

## **5. Local Development – Intergovernmental Review (LD-IGR)**

- a. County-Route-Postmile & Distance to Development** - Location information is essential to the identification of Caltrans and local agency projects, impacts and mitigation. It is also essential to adequately discuss the interaction between ongoing, planned and future projects.
- b. Development Name, Type, and Size** - Projects must be adequately identified.
- c. Local Agency and/or Private Sponsor** - Identifies mitigation funding sources.
- d. California Environmental Quality Act (CEQA) Status and Implementation Date** - Provides a roadmap and estimated timeline for project implementation.



- e. **If project includes federal funding, National Environmental Policy Act (NEPA) status.**  
As above, but where there is a federal lead agency.
- f. **All vehicular and non-vehicular unmitigated impacts and planned mitigation measures including Transportation Demand Management (TDM) and Transportation System Management (TSM) that would affect Caltrans facilities.** Allows for coordination of efforts and appropriate identification of impacts. Identifies nature of mitigation projects planned for affected route.
- g. **Approved mitigation measures and implementing party.** For the local projects with identified impacts along route, what mitigation measures have been approved to go forward? Who will do the work?
- h. **Value of constructed mitigation and/or amount of funds provided.** Quantify the cost of the work to be done or the funds provided to do the work.
- i. **Encroachment Permit, Transportation Permit, Traffic Management Plan, or California Transportation Commission (CTC) Access approvals needed.** Describe what permitting or management measures will be implemented along affected portion of route.
- j. **Describe relationship to Regional Blueprint, General Plans, or County Congestion Management Plans.** Where does project fit in relative to area-wide and/or statewide planning priorities and considerations?
- k. **Inclusion in a RTP Sustainable Community Strategy or Alternative Planning Strategy.** Is the project identified in the RTP as a sustainable community or alternative planning strategy?
- l. **Regional or local mitigation fee program in place?** Identify regional or local mitigation fee programs that are in place.

## 6. Community Planning

- a. **Has lead agency staff worked with any neighborhood/community groups in the area of the proposed improvements? Y\_\_\_/N\_\_.** If yes, summarize the process and its results including any commitments made to the community. If no, why not?  
Identifying any commitments or concerns from neighborhood groups before starting the project will help alleviate issues raised late in PID development and prevent scope creep. This could also help identify issues and deficiencies to address in the purpose and need. If Caltrans is the lead agency and it is uncertain whether or not any groups have been contacted, district community planning staff should be the first unit contacted.

Information Sheet Requirement: Provide a summary of meeting or discussion outcomes with neighborhood and community groups. If no contact has been made, provide an explanation.

Resources/Time Required: Minimal time is required unless the project study area is geographically large.

- b. **Are any active/completed/proposed Environmental Justice (EJ) or Community-Based Transportation (CBTP) Planning Grants in the project area? Y\_\_\_/N\_\_.** If yes, summarize the project, its location, and whether/how it may interact with the

**proposed project.** The completed products from these grants could be an invaluable resource to the PID. They could identify issues and resolutions in the project area and save a considerable amount of time in developing the PID. The grants are a collaborative and inclusive process by their nature, so many of the groups and neighborhood organizations should have had input on the grant product. The PDT could use the product to leverage partnerships during PID development. Caltrans district community planning staff should be contacted about EJ or CBTP grants in the vicinity of the proposed project area. Even if a grant is still active or proposed, many of the key issues would already be determined and the information should be helpful to the PDT.

**Information Sheet Requirement:** If a CBTP or EJ grant has been completed, then a summary of the key outcomes of the grants that relate to the PID should be provided. Any relevant groups, agencies, or organizations should also be contacted to participate in PID development.

**Resources/Time Required:** Minimal time is required to contact community planning staff to verify whether or not there are any active/completed/proposed grants. Moderate time is required if there are any grants within or near the project area. However, this could potentially save a significant amount of time in the long term.

- c. **Describe any community participation plans for this PID including how recommendations will be incorporated and/or addressed. Has a context sensitive solutions (CSS) approach been applied? Y\_\_/N\_\_.** The Federal Highway Administration defines CSS as “a collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist.” Community participation and a context sensitive solutions approach could save significant time, costs, and potentially result in a better project outcome that has consensus. For more information about context sensitive solutions, visit <http://www.dot.ca.gov/hq/oppd/context/index.htm>

**Information Sheet Requirement:** List any community participation plans or context sensitive solution strategies.

**Resources/Time Required:** Minimal time is required for projects small in scope. Moderate to significant time may be required for large projects to adequately develop the participation process.

## FINAL PID INFORMATION

- d. **How will the proposed transportation improvements impact the local community? Is the project likely to create or exacerbate existing environmental or other issues, including public health and safety, air quality, water quality, noise, environmental justice or social equity? Y\_\_/N\_\_. Describe issues, concerns, and recommendations (from sources including neighborhood/community groups) and what measures will be taken to reduce existing or potential negative effects.** Describe in detail the impacts to the community. This can help determine potential mitigation measures or impacts that were initially overlooked.



**Information Sheet Requirement:** Provide a summarized analysis of potential community impacts. The more detailed analysis should be completed during environmental analysis.

**Resources/Time Required:** Minimal time is required for projects small in scope. Moderate to significant time may be required for large projects as they could have numerous impacts to the community.

- e. **Does this highway serve as a main street? Y\_\_/N\_\_.** If yes, what main street functions and features need to be protected or preserved? Main streets play a critical role in communities. The 2005 Caltrans guidance *Main Streets: Flexibility in Design & Operations* states that “Main streets through a community that also happen to be state highways provide access to businesses, residential roads and other nearby properties. Main streets serve pedestrians, bicyclists, businesses and public transit, with motorized traffic typically traveling at speeds of 20 to 40 miles per hour. Main streets give communities their identity and character, they promote multi-modal transportation, support economic growth, and may have scenic or historic value.” Preserving or enhancing main streets features could be vital to the economic, social, and physical health of the community. For more information on main streets can be found here: [http://www.dot.ca.gov/hq/LandArch/index\\_more.htm](http://www.dot.ca.gov/hq/LandArch/index_more.htm)

**Information Sheet Requirement:** Provide a summarized statement of features commonly associated with main streets (design features, land use characteristics, enhanced multi-modal facilities, etc.) that should be preserved or enhanced.

**Resources/Time Required:** Minimal time is required for most projects. If the corridor is long, moderate time may be required. Some of these features could already be identified in a corridor’s TCR, CSMP, or planning grant.

## 7. Freight Planning

Improving mobility applies to freight as well as people. The movement of freight through local, regional, state, national, and global supply chains is vital to our economy and affects a variety of Caltrans resources, so it is essential that Caltrans considers freight in the planning, scoping, design, construction and operation of projects. Freight mobility, or goods movement, refers to the collection of highways, airports, seaports, rail facilities, pipelines, waterways, intermodal transportation, and the associated freight carriers and shippers that use these modes. In order to build the most efficient and effective transportation system, it is critical to consider freight mobility in the early stages of a project.

### INITIAL PID INFORMATION

- a. **Identify all modal and intermodal facilities that may affect or be affected by the project.**

**Information Sheet Requirement:** List all relevant (a two mile minimum distance) truck routes, seaports, airports, rail yards, major distribution centers, warehouses, pipelines, terminals, “marine highways,” etc., their locations, and distances in relation to the project. Not every freight facility will be relevant to the project. A map would be helpful.

**Resources/Time Required:** Many of the most important freight facilities should be listed in District System Management Plans (DSMP), District Freight Fact Sheets, or individual TCRs, so time required should be minimal. Be sure to include facilities beyond but near

district borders, if relevant. Consult with the District's freight specialists in the Planning Division for more information.

## FINAL PID INFORMATION

- b. Describe how the design of this project could facilitate or impede Goods Movement and relieve choke points both locally and statewide through grade separations, lane separations, or other measures (e.g., special features to accommodate truck traffic and at-grade railroad crossings).**

Information Sheet Requirement: List possibilities where modal traffic separations, adequate turn radii, dedicated lanes, signage, or other measures could be incorporated into project designs that would enhance mobility and reduce congestion. Consider potential for special features to accommodate truck traffic, such as Surface Transportation Assistance Act (STAA) designation/signage, and at-grade railroad crossings.

Resources/Time Required: Depending on project location and type of improvement, a moderate amount of time/resources may be required. If the project is identified on or near a truck route <http://www.dot.ca.gov/hq/traffops/trucks/> and crosses a rail line, for example, an investigation of design alternatives might be required.

- c. Describe how the project integrates and interconnects with other modes (rail, maritime, air, etc.). Do possibilities exist for an intermodal facility or other features to improve long-distance hauling, farm-to-market transportation and/or accessibility between warehouses, storage facilities, and terminals?**

Information Sheet Requirement: Once modal facilities within and near the project area have been identified, list and describe how the project integrates and connects with each of them to enhance freight movement or impacts freight mobility.

Resources/Time Required: Modal facilities should have been identified in system planning documents (such as the DSMPs, Freight Fact Sheets or TCRs) and/or geographic information system (GIS) layers. Freight information may also be available in regional planning agency documents which can be obtained from the District's Planning Division. Consultation and coordination with stakeholders (e.g., modal organizations, professional associations, and local and regional transportation planning agencies) for modal integration ideas will require additional effort and is particularly important where freight facilities are an issue for the project.

- d. Is the project located in a high priority goods movement area, included in the Goods Movement Action Plan (GMAP) or on a Global Gateways Development Program (GGDP) route? Y\_\_\_/N\_\_\_. If yes, describe.**

Information Sheet Requirement: List priority corridors and/or gateways close to or part of the project and describe how freight movement will be enhanced or hindered by the project.

Resources/Time Required: The GMAP and GGDP can be found at <http://www.dot.ca.gov/hq/tpp/offices/ogm/index.html>. Familiarization with the corridors and gateways and effects the project may have on them will likely require some research and analysis time.

- e. **Is the project on a current and/or projected high truck volume route [e.g., Average Annual Daily Truck Traffic (AADTT) of 5-axle trucks is greater than 3000]? Yes \_\_\_/N\_\_\_. If yes, describe how the project addresses this demand.**

Information Sheet Requirement: Determine if the project is along a truck route with 5-axle volumes exceeding 3000 or near any known choke points. Describe how the proposed project will address and improve the current level of truck traffic demand as well as possible future increases. If relevant, include any short- or long-term truck parking area needs.

Resources/Time Required: Truck traffic volumes can be found at: <http://www.dot.ca.gov/hq/traffops/saferesr/trafdata/index.htm>. Time will be required to investigate whether there is heavy truck volume in the project area and to determine how the project will improve mobility near-term and in the future. CSMP should include information on productivity and throughput.

- f. **If the project is located near an airport, seaport, or railroad depot, describe how circulation (including truck parking) needs are addressed.**

Information Sheet Requirement: If the project involves the same State highway as any relevant airport, seaport, or rail facility, describe how the project will improve or impede facility circulation and access.

Resources/Time Required: Analysis of how the project will affect seaport, airport, and rail yard circulation and access will likely require further research.

- g. **Describe any other Freight Issues.**

Information Sheet Requirement: Identify any issues which may impede or enhance freight mobility by implementation of the project. Suggest any freight planning studies that may be warranted to evaluate freight mobility needs in addition to any improvements (e.g., truck stops, truck parking facilities, and weigh stations) already incorporated into the project as well as project-related freight issues that may warrant consideration for environmental effects, community impacts, or climate change.

Resources/Time Required: Unknown.

## **8. Transit (bus, light rail, commuter rail, intercity rail, high speed rail)**

Transit services impact the performance of the State Highway System and must be incorporated within all highway improvement projects to ensure the most effective transportation system is developed. Quantifying the impact of transit within the project limits and including appropriate improvements in the final design will maximize the performance of not only transit services along the corridor, but also the rest of the transportation system. Integration of transit begins with encouraging transit agencies to participate in PDT, continues into assessing how existing and planned services can be effectively integrated into improvement projects and includes the Department considering all aspects of transit service, and concludes with including appropriate transit support elements in a project's final design. The information requested below will aid project development teams in identifying important transit issues that need to be analyzed during the project initiation document.

## INITIAL PID INFORMATION

- a. **List all local transit providers that operate within the corridor.** Identify all transit providers that currently run or are planning to run transit service along the corridor. The purpose is to identify transportation partners to include in the PDT and all project related activities.

Information Sheet Requirement: Provide a list of transit agencies and contact information.

Resources/Time Required: Minimal time is required. The information should be collected during the development of the corridor's TCR or CSMP.

- b. **Have transit agencies been contacted for possible project coordination? Y\_\_\_/N\_\_\_.** If no, why not? The PDT must notify transit providers of the project and invite them to participate in the development of the PID to ensure transit issues are addressed.

Information Sheet Requirement: Provide a list of agencies and contact information. Describe invitation methods or reasons they were not contacted.

Resources/Time Required: Minimal resources/time required. The transit agencies should be included in the list of external agencies invited to PDT meetings and those that receive documents to review.

- c. **Describe existing transit services and transit features (bus stops, train crossings, and transit lines) within the corridor.** Provide a description of existing transit services and transit features within project limits. This includes transit stops and routes of individual transit lines. The transit routes and facilities should be verbally described and mapped.

Information Sheet Requirements: Provide a map of transit routes, the locations of transit stations, and a description of the type of service.

Resources/Time Required: Minimal resources/time required. The information should be collected during the development of the corridor's TCR or CSMP. If not, the required information can be gathered by a review of transit agency websites or a drive along the corridor.

- d. **Describe transit facility needs identified in short- and long-range transit plans and RTP. Describe how these future plans affect the corridor.** Review all planning documents that are prepared by transit providers, local cities and counties, and regional agencies that identify planned transit improvements and expansion of services. This includes identifying the unmet needs of pedestrians and bicyclists trying to access transit. The information will be used during the development of the PID to incorporate planned transit improvements into the analysis of project alternatives.

Information Sheet Requirement: Provide a list of proposed transit projects, a written description of the transit needs, and an explanation of the potential impacts of the proposed projects. Also provide a list of unmet transit needs that must be considered during the development of a project including deficiencies to bicycle and pedestrian walkways, street crossings, and waiting areas.

Resources/Time Required: A majority of the information should be collected during the development of the corridor's TCR or CSMP. Assessing the impact of the project being

developed on transit needs identified in planning documents should require minimal time and effort.

## FINAL PID INFORMATION

- e. **Describe how the proposed project integrates transit and addresses impacts to transit services and transit facilities.** It is important to understand existing transit services and facilities and assess how project alternatives will affect them. For some facilities, the only concern is ensuring transit vehicles that travel through project limits are able to continue utilizing the mainline facility. In other projects, those with bus or rail stops within the project's corridor, it is important to ensure facilities do not negatively affect the connection between vehicle and transit rider or impede pedestrian activity to and from transit stops. Assessing the impacts a project has on transit will ensure the transit service performs affectively and transit vehicles do not negatively affect the highway.

Information Sheet Requirement: A summary of how transit is integrated into the project and an assessment of the impacts the project is expected to have on transit service and facilities in the corridor.

Transit should be analyzed throughout the development of the PID. This includes determining the impact of transit on project alternatives and the impact of project alternatives on existing and planning transit services. The questions in this section will be addressed by summarizing the transit analysis completed during the development of the PID.

Resources/Time Required: Minimal resources/time required. Transit should be analyzed throughout the development of the PID. This includes determining the impact of transit on project alternatives and the impact of project alternatives on existing and planning transit services. The questions in this section will be addressed by summarizing the transit analysis completed during the development of the PID.

- f. **Have transit alternatives and improvement features been considered in this project? Y\_\_/N\_\_ If yes, describe. If no, why not?** Provide an explanation of how transit alternatives and improvement features were considered in the project. This involves summarizing transit related decisions that occurred during the development of the PID. An explanation of how each unmet transit need was or was not addressed should be included in the completed PID.

Information Sheet Requirement: Provide a description of how transit alternatives and improvements were considered in the project or an explanation as to why transit was not considered.

Resources/Time Required: Minimal resources/time required. The summary should be a recap of the extent that transit features were considered in the project development process or reasons they were not.

## 9. Bicycle

### INITIAL PID INFORMATION

- a. **Does the facility provide for bicyclist safety and mobility needs? If no, explain.** Identify needs and deficiencies for non-motorized travel along the corridor. The deficiencies listed should be appropriate to the context and facility type. For technical guidance related to

pedestrian and bicycle travel, see *Pedestrian and Bicycle Facilities in California: A Technical Reference and Technology Transfer Synthesis for Caltrans Planners and Engineers* [http://www.dot.ca.gov/hq/traffops/survey/pedestrian/TR\\_MAY0405.pdf](http://www.dot.ca.gov/hq/traffops/survey/pedestrian/TR_MAY0405.pdf) or the Caltrans Highway Design Manual <http://www.dot.ca.gov/hq/oppd/hdm/hdmtoc.htm>.

**Information Sheet Requirement:** Provide a brief summary of deficiencies that impede continuous safe travel for non-motorized users along or across the highway.

**Resources/Time Required:** Minimal time is required for most projects. If the corridor is long, or if the project will affect many planned items, moderate time may be required. In addition, the Caltrans District Bicycle Coordinator should be consulted for issues related to bicycle travel.

- b. Are any improvements for bicyclist safety and mobility proposed for this facility by any local agencies or included in bicycle master plans? If yes, describe (including location, time frame, funding, etc.). If no, explain.** Local jurisdictions may have adopted special plans related to non-motorized transportation (such as a Bicycle or Pedestrian Master Plan, a General Plan Circulation Element, a Specific Plan, etc.). It is vital that projects on the state highway system are coordinated with local plans and project lists. Identifying plans and deficiencies at the beginning of the project can help avoid significant cost increases and other potential problems that can delay projects. Caltrans District community planning staff may be a good resource for this section.

**Information Sheet Requirement:** If special plans related to non-motorized transportation exist, then provide a summary of how this project might affect plan implementation.

**Resources/Time Required:** Minimal time is required for most projects. If the corridor is long, or if the project will affect many planned items, moderate time may be required. In some rare cases where existing plans are very detailed, significant time may be required. However, this could save time in other areas of PID development.

- c. Are there any external bicycle advocacy groups and bicycle advisory committees that should be included in the project stakeholder list? If so, provide contact information.** The PDT should notify bicycle advocacy groups and committees of the project and invite them to participate in the development of the PID to ensure bicycle issues are addressed.

**Information Sheet Requirement:** Provide a list of agencies and contact information. Describe invitation methods or reasons they were not contacted.

**Resources/Time Required:** Minimal resources/time required. Bicycle advocacy groups should be included in the list of external agencies and invited to PDT meetings and have the opportunity to review documents.

## FINAL PID INFORMATION

- d. Will bicycle travel deficiencies be corrected? How or why not?**

**Information Sheet Requirement:** Provide a description of how bicycle alternatives were considered in the project or an explanation as to why they were not included.



Resources/Time Required: Minimal resources/time required. The summary should be a recap of the bicycle alternatives considered in the project development process or reasons they bicycle alternatives were not considered.

**e. How will this project affect local agency plans for bicycle safety and mobility improvements?**

Information Sheet Requirement: Provide a description of how the bicycle alternatives considered in the project align with local agency plans.

Resources/Time Required: Minimal resources/time required.

**f. If the project is the construction of a new freeway or modification to an existing freeway, will it sever or destroy existing provisions for bicycle travel? If yes, describe how bicycle travel provisions will be included in this project.** Caltrans Deputy Directive 64-R1 states that the “Department provides for the needs of travelers of all ages and abilities in all planning, programming, design, construction, operations, and maintenance activities and products on the State highway system. The Department views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle travel as integral element of the transportation system.” Destroying or severing existing provisions for bicycle travel could significantly affect the livelihood of those users that either cannot or choose not to drive an automobile. Considering this, careful attention should be given to the likelihood that these users will use the proposed alternate routes.

Information Sheet Requirement: Provide a description of how alternate provisions for safe travel for bicyclists will be provided if existing provisions are destroyed or severed by the project.

Resources/Time Required: No time is required if the project will not sever or destroy existing provisions for bicycle travel. Otherwise, moderate time is likely required. Significant time is likely required if the project severs several connections.

## **10. Pedestrian including Americans with Disabilities Act (ADA)**

### **INITIAL PID INFORMATION**

**a. Does this facility provide for pedestrian safety and mobility needs? If so, describe pedestrian facilities. Do continuous and well-maintained sidewalks exist? Are pedestrians forced to walk in the roadway at any locations due to lack of adequate pedestrian facilities? If no, explain.** Identify needs and deficiencies for pedestrian travel along the corridor. The deficiencies listed should be appropriate to the context and facility type. For technical guidance related to pedestrian travel, see *Pedestrian and Bicycle Facilities in California: A Technical Reference and Technology Transfer Synthesis for Caltrans Planners and Engineers* [http://www.dot.ca.gov/hq/traffops/survey/pedestrian/TR\\_MAY0405.pdf](http://www.dot.ca.gov/hq/traffops/survey/pedestrian/TR_MAY0405.pdf) or the Caltrans Highway Design Manual <http://www.dot.ca.gov/hq/oppd/hdm/hdmtoc.htm>.

Information Sheet Requirement: Provide a brief summary of deficiencies that impede continuous safe travel for pedestrians along or across the highway.

Resources/Time Required: Minimal time is required for most projects. If the corridor is long, or if the project will affect many planned items, moderate time may be required.

- b. Are pedestrian crossings located at reasonable intervals?** Designated crossings for pedestrians should be placed at reasonable intervals to reduce the distances for safe crossing, thereby enabling users to more easily walk. Reasonable crossing intervals also help prevent users from taking unsafe shortcuts because the distance between crossings is inconvenient.

Information Sheet Requirement: Provide a brief description of safe crossing intervals along the project and why crossings are not provided at reasonable intervals (if applicable).

Resources/Time Required: Minimal time is required for most projects. If the corridor is long, moderate time may be required.

- c. Are all pedestrian facilities within the corridor ADA accessible and in compliance with Federal and State ADA laws and regulations?**

Information Sheet Requirement: The main focus is to make sure the PDT includes input from the District ADA Focal Point with regard to current ADA issues within and in proximity to the proposed project. It is especially important that the project team review the District's ADA Transition Plan for accessibility barriers that need to be included in the project.

Resources/Time Required: Minimal resources/time required.

## FINAL PID INFORMATION

- d. Will pedestrian travel deficiencies be corrected? How or why not?**

Information Sheet Requirement: Provide a description of how pedestrian alternatives and were considered in the project or an explanation as to why they were not included.

Resources/Time Required: Minimal resources/time required. The summary should be a recap of the extent that pedestrian deficiencies were considered in the project development process or reasons they were not considered.

- e. How will this project affect local agency plans for pedestrian safety and mobility improvements?**

Information Sheet Requirement: Provide a description of how the pedestrian alternatives considered in the project align with local agency plans.

Resources/Time Required: Minimal resources/time required.

- f. If the project is the construction of a new freeway or modification to an existing freeway, will it sever or destroy existing provisions for pedestrian travel? If yes, describe how pedestrian travel provisions will be included in this project.**

Information Sheet Requirement: Provide a description of how alternate provisions for safe travel for pedestrians will be provided if existing provisions are destroyed or severed by the project.



Resources/Time Required: No time is required if the project will not sever or destroy existing provisions for pedestrian travel. Otherwise, moderate time is likely required. Significant time is likely required if the project severs several connections.

- g. Are there any external pedestrian advocacy groups and advisory committees that should be included in the project stakeholder list? If so, provide contact information.**

Information Sheet Requirement: Provide a list of advocacy groups and committees and contact information. Describe invitation methods or reasons they were not contacted.

Resources/Time Required: Minimal resources/time required. Advocacy groups and committees should be included in the list of external agencies and invited to PDT meetings and have the opportunity to review documents.

- h. Have ADA barriers as noted in the District's ADA Transition Plan been identified within the project limits? If not included in the project, provide justification and obtain District Design coordinator approval.**

Information Sheet Requirement: Provide a description of the ADA barriers that have been identified. If not included, justify, and indicate whether District Design Coordinator approval was obtained.

Resources/Time Required: Minimal resources/time required.

## 11. Equestrian

### INITIAL PID INFORMATION

- a. If this corridor accommodates equestrian traffic, describe any project features that are being considered to improve safety for equestrian and vehicular travel?**

Information Sheet Requirement: Provide a description of the alternatives for equestrian travel that were considered in the project or an explanation as to why alternatives were not considered.

Resources/Time Required: Minimal resources/time required.

### FINAL PID INFORMATION

- b. Have features that accommodate equestrian travel been identified? If so, are they included a part of this project? Describe. If no, explain?**

Information Sheet Requirement: Provide a description of how alternatives for equestrian travel were considered in the project or an explanation as to why they were not included.

Resources/Time Required: Minimal resources/time required.

## 12. Intelligent Transportation Systems (ITS)

### INITIAL PID INFORMATION

- a. Have ITS features such as closed-circuit television cameras, signal timing, multi-jurisdictional or multimodal system coordination been considered in the project? Y\_\_\_/N\_\_\_. If yes, describe. If no, explain.

Information Sheet Requirement: Identify all programmed and planned ITS elements for this project location that are identified in the most current Transportation Management System (TMS) Plan, TCR/RCR/CSMP or RTP. Identify which TCR/RCR/CSMP, TMS Plan, or RTP that the ITS elements are identified in, along with the date the document was approved.

Resources/Time Required: Minimal time required to look through the current TCR/RCR/CSMP, TMS Plan, or RTP.

### FINAL PID INFORMATION

- b. Have ITS features been included as part of this project? Describe. If no, why not?

Information Sheet Requirement: Identify all ITS elements included in project. If not included, explain.

Resources/Time Required: Minimal resources/time required.